TS-EAS - EAC-CPF team

Place: Virtual meeting, Zoom

Date: Friday, 9 April 2021, 7am Boston / 1pm Berlin / 9pm Melbourne

Notes: Sara

Minutes

1) Status Feedback on Call for Comments
   ● No feedback yet via the TS-EAS email
   ● Some feedback sent directly to Silke, who has created 4 new tickets in GitHub ([#267](), [#268](), [#269](), and [#270]())
   ● There is now an Example Files folder in the EAC-CPF Google Drive folder

2) Webinar
   ● The invitation has been posted on the [EAC-CPF homepage]() and on the [TS-EAS microsite]() and has been shared through various listservs (the EAD mailing list, the ICA list, the SAA announcement list, the EAS Section, Archives Canada, MARAC, New England Archivists, Code4Lib) and with archivists in Europe via the Standards group in Archives Portal Europe and in Japan.
   ● The webinar will be presented twice (April 27 and 29) to accommodate as many time zones as possible.
   ● Presenters will rehearse April 21 or 22, following the outline
   ● Slides will follow the Outreach Team's template

3) Managing GitHub
   ● Issues for elements and attributes created as part of the revision have been assigned to Silke who will re-assign as needed during the Call for Comments
   ● Karin and Mark will discuss the use of labels, in particular, whether "Tested by Schema Team" needs to be retained to document the history of revision work or whether it can be removed from the issues it's currently assigned to.
     ● If retained, additional labels would need to be created to reflect the work being done on the Tag Library and as well as another label each for the second round of Schema Team testing and Tag Library improvement.
     ● If deleted, the "Tested by Schema Team" could be re-used during the second round of testing, but this loses part of the documentary history.

- The same principle would then apply to labels used in the context of the EAD revision going forward.

4) Best Practices Guide (Silke)

- Planning to start work on the Best Practices Guide in May
- Ailie will draft a proposal for next steps to share at the May meeting after reviewing notes from previous meetings and the issues in GitHub with the Best Practices Guide label
- The Best Practices Guide will be a living document and should remain separate from the submission to Standards of the revised Tag Library and EAC-CPF 2.0

5) Any other business (all)

- None

6) Next meeting

- planned: Friday, 7 May 2021, 7am Boston/1pm Berlin/9pm Melbourne